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Activity Report May 1963
Telephone Facilities Branch

A. Telephone Facilities Branch
Service Performed:

- | | |
|-----------------------------------------------------------------------------------------------------------------------|-----|
| (1) Requests for service on hand prior to 1 May 1963 | 12 |
| (2) New Requests received - memorandums, verbal | 472 |
| (3) Orders issued written and verbal to the Telephone Company | 472 |
| (4) Requests on hand last day of month | 10 |
| (5) Telephone Information Files Activity - Organizational and personnel listing changes, including home address files | |



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- | | |
|--------------------------------|-----|
| (8) Station Equipment Activity | 36 |
| Connected | |
| Disconnected | 123 |
| Relocated | 131 |
| Changes | 107 |
| | 172 |

- (9) In order to meet the due dates established for completion of telephone installation work, the Telephone Company Plant Department was required to work a total of 392 hours on an overtime basis during this reporting period. This work was accomplished at no additional cost.



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- (11) On 7 May 1963 a letter was submitted to the C & P Telephone Company requesting the Agency's telephone listings in both the Alphabetical and U. S. Government sections of the Washington Metropolitan Area Telephone Directory be changed to read as follows:

Central Intelligence Agency, McLean, Va., 351-1100
Employment Office, 1016 16th N. W., 351-2028

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- (14) A "call letter" was forwarded to all components of the Agency announcing the cut-off date for the receipt of information to be included in the July 1963 issue of the regular telephone directory.

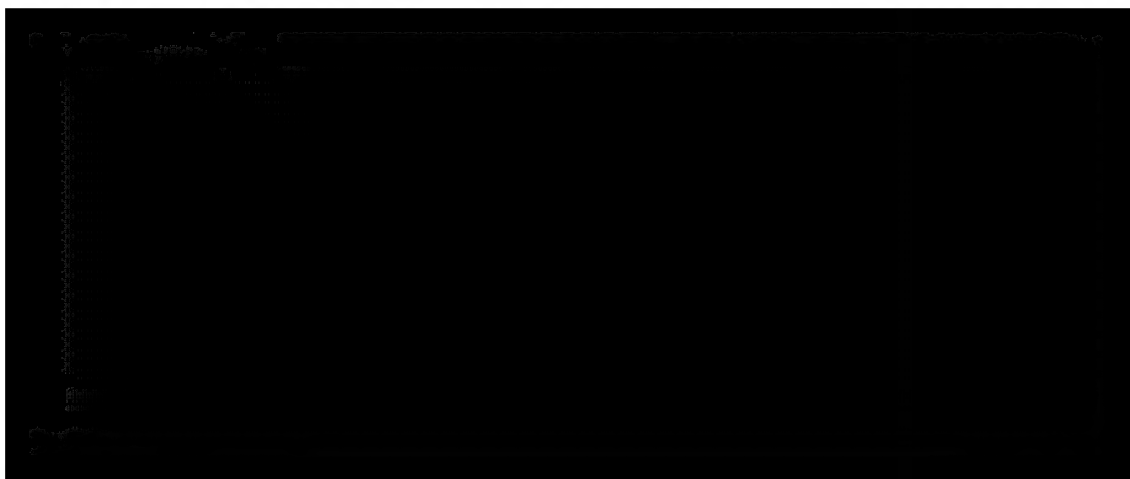


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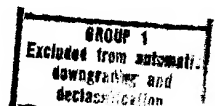
- (16) The revised edition of the "Telephone Operating Procedures and Practices" handbook has been distributed to all telephone operator personnel together with instructions for its use.
- (17) At the request of this office, a survey was made by the C & P Telephone Company, of Headquarters Building telephone wall panel distribution system. It was determined that eight (8) additional wall panels should be installed in order to provide facilities for additional telephone service.

B. Funds (Actual Expenditures 3278-1083-1000 April 1963 Billing Period)
Object Class 400

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